

STEPS FOR OAR ONLY SUBMISSION - NEW REQUEST

1. Enter foreign national information on the worksheet titled: New as of 10-01-14
 1. Only enter new FNG onto this worksheet
 2. All fields must be complete or request will not be processed
 3. Ensure that OSY security paperwork has also been submitted
 4. Review the ESF & Appendix B before submitting to oar.deemed.exports@noaa.gov
2. Send an e-mail request to oar.deemed.exports@noaa.gov (do not cc my Yolanda Cooper e-mail account)
 1. Ensure that the DSN is using the correct version of the ESF & Appendix B
 2. Ensure that all the correct fields are completed
 3. Ensure that all acronyms are spelled out at least once
 4. Ensure that on the Appendix B statement 3 that a room number for the work area is provided and not just list the facility name
 5. Ensure that if the digital version of the ESF is being used that the DSN signs digitally with his/her CAC, not a pen signature

STEPS FOR SUBMISSION - RENEWAL REQUEST

1. Enter foreign national information on the worksheet titled: Renewals
 1. Verify that your FNG information is listed on the worksheet
 2. Ensure that all fields are complete or request will not be processed
 3. Update the DSN information if new DSN is provided for the renewal request
 4. Do not type a date the Schedule Departure Date field – type OPEN
 5. Ensure that OSY renewal security paperwork has been submitted
 6. Review the ESF & Appendix B before submitting to oar.deemed.exports@noaa.gov
2. Send an e-mail request to oar.deemed.exports@noaa.gov (do not cc my Yolanda Cooper e-mail account)
 1. Ensure that the DSN is using the correct version of the ESF & Appendix B
 2. Ensure that all the correct fields are completed
 3. Ensure that all acronyms are spelled out at least once
 4. Ensure that on the Appendix B statement 3 that a room number for the work area is provided and not just list the facility
 5. Ensure that if the digital version of the ESF is being used that the DSN signs digitally with his/her CAC, not a pen signature
3. Track the status of your submission after 3 days to see if sent to OCAO
 1. View the worksheet to see the status of your submission, if no date listed under – date submitted to OCAO, then contact me directly for a status/update

STEPS FOR DEPARTING FOREIGN NATIONAL GUEST

1. Shade Gray the cells with the FNG information within 24 hours of departure
 1. Ensure that you provide the departure date
 2. Inform OSY of the FNG departure

[031411_hosting_a_foreign_national_flowchart.pptx](#)

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update: 2015/08/05 03:22 oar_specific_instructions https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/doku.php?id=oar_specific_instructions

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Last update: **2015/08/05 03:22**